

FR 087-83

CABINET AFFAIRS STAFFING MEMORANDUM

Date: 01/03/84 Number: 168868CA Due By: 84-0018

Subject: Cabinet Council on Management and Administration w/the President

January 5, 1984 - 2:00 P.M. - Cabinet Room

ALL CABINET MEMBERS	Action	FYI		Action	FYI
Vice President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CEA	<input type="checkbox"/>	<input checked="" type="checkbox"/>
State	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CEQ	<input type="checkbox"/>	<input type="checkbox"/>
Treasury	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OSTP	<input type="checkbox"/>	<input type="checkbox"/>
Defense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ACUS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attorney General	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Interior	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Agriculture	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Commerce	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Baker	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Labor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Deaver	<input type="checkbox"/>	<input type="checkbox"/>
HHS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Darman (For WH Staffing)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HUD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jenkins	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	McFarlane	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Energy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Svahn	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Education	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Counsellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
OMB	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
CIA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
UN	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
USTR	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
GSA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CCCT/Gunn	<input type="checkbox"/>	<input type="checkbox"/>
EPA	<input type="checkbox"/>	<input type="checkbox"/>	CCEA/Porter	<input type="checkbox"/>	<input type="checkbox"/>
OPM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CCFA/	<input type="checkbox"/>	<input type="checkbox"/>
VA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CCHR/Simmons	<input type="checkbox"/>	<input type="checkbox"/>
SBA	<input type="checkbox"/>	<input type="checkbox"/>	CCLP/Uhlmann	<input type="checkbox"/>	<input type="checkbox"/>
			CCMA/Bledsoe	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			CCNRE/	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS: The Cabinet Council on Management and Administration will meet with the President on January 5, 1984 at 2:00 P.M. in the Cabinet Room.

The agenda will include the following items:

1. Paperwork Reduction
2. Border Inspection
3. Position Management
4. Inspectors General (PCIE) Report to the President

DCI
EXEC
REG

Background papers are attached on Paperwork Reduction and Position Management goals. No other papers will be circulated.

Each of the first three agenda items may require a Presidential decision. The Report of the Inspectors General is presented to the President on a semi-annual basis.

RETURN TO:

☐ Craig L. Fuller

Assistant to the President

☐ Katherine Anderson

☐ Don Clarey

☒ Tom Gibson

☐ Larry Herbolzheimer

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Office of Cabinet Affairs

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FACT SHEET

Paperwork Reduction

The Paperwork Reduction Act of 1980:

- o Requires that all Federal paperwork--forms, surveys, and reports and recordkeeping requirements of all kinds--must be approved by OMB every three years.
- o Provides that citizens may ignore without penalty any Federal paperwork that has not been approved by OMB.
- o Directs OMB to establish goals of reducing the inventory of paperwork in existence when the Act was passed by 15 percent by the end of Fiscal Year 1982, and by another 10 percent by the end of Fiscal Year 1983.

Achievement of the Statutory Goals:

- o The Administration has substantially surpassed the Paperwork Reduction Act's burden-reduction goals.
- o By the end of Fiscal Year 1983, over 32 percent of the Federal paperwork inventory existing in 1980 had been eliminated.
- o Attachment 1 is an agency-by-agency breakdown of paperwork reductions from the 1980 base inventory. Attachment 2 displays these reductions graphically. Attachment 3 describes some of the major individual paperwork reductions. The Administration is submitting a formal report to the Congress providing further details.
- o OMB's inventory of Federal paperwork has changed since 1980. Many new types of paperwork have been added to the control program, and "burden hour" estimates for many forms in the 1980 inventory have been improved--some upward and some downward. Therefore, the percentage reduction figures from the 1980 inventory are more useful than the numerical burden-hour reduction figures.

The Administration's annual Information Collection Budgets have provided up-to-date measures of total paperwork burden. These budgets have documented paperwork reductions beyond those included in the 32 percent reduction.

The Information Collection Budget for Fiscal Year 1984:

- o The Information Collection Budget (ICB), issued at the beginning of each year, establishes precise paperwork-reduction goals for each Federal agency for the

current fiscal year. During the year, these goals are met by the reduction or elimination of specific paperwork requirements.

- o The FY 1983 ICB projected a government-wide paperwork reduction of 10 percent by the end of the fiscal year. The actual reduction totaled 11 percent--a reduction of over 140 million hours from the FY 1982 paperwork inventory.
- o Attachment 4 displays planned and achieved paperwork reductions during FY 1983 for each Federal agency.
- o The Administration's ICB for FY 1984 projects a further reduction in Federal paperwork of 6.5 percent by the end of the fiscal year. This reduction is from a larger paperwork base created by the recent additions of procurement and regulatory paperwork to OMB's inventory. The 6.5 percent reduction from this larger inventory will amount to a reduction of over 130 million hours of paperwork in the current fiscal year.
- o Attachment 5 is an agency breakdown of paperwork reduction goals for FY 1984. Attachment 6 describes some of the major individual paperwork reductions to achieve the agency goals. The Administration's FY 1984 ICB document provides further details.
- o Attachment 7 is a current list of the 20 most burdensome Federal paperwork requirements.